

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
July 23, 2020 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Chad Barrett, Assistant Treasurer
Brandon Payne
Karen Angulo
Brandon Schmitt
Bruce Jones

Directors: Doug Perrow, Treasurer
(Absent) Charles Smith

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Kyle Bolt, RELSWCD Ag BMP Conservation Technician
Cindy Miller, RELSWCD Office Administrator
Hannah Tillotson, Conservation Education Specialist
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, NRCS District Conservationist

Others: Anne Marie Roberts, Middle James Restoration Manager
George Schrader, Trustee Treasurer TWID
Charles Falwell, Trustee Chair TWID
Robert Lockridge

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order July 23, 2020, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Christian Raymond
Joetricia Humbles

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **motion was made to approve the agenda as presented. (Barrett, Payne, passed 6-0)**

Reading and Approving the June 25, 2020 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). Spelling error noted for Karen's name on page 5. **Motion was made to approve the minutes with spelling correction made. (Payne, Angulo, passed 6-0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1.-James River Association – Anne Marie Roberts spoke on request for the District to partner with James River Association. The District would help recruit landowners and introduce JRA to ones qualifying to add forest buffers to current projects. The District would assist with spot checking buffer projects that are installed in their SL-6 project areas. Districts are in return compensated for their time and efforts toward assisting JRA with getting more riparian buffers on the ground. Karen asked Anne Marie to add a project list to her website.

2-Treasurer's Report - June – Cindy Miller, Office Administrator, gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The June treasurer's report will be filed in the District Office. Discussion that extra reports are only to be given to Treasurer and Budget Committee. Only include minimal financial reports in BOD packet for future meetings.

3-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, gave the July report (copy filed with minutes).

- Fourth Quarter Attachment E and Year-end Carryover reports are due into Mark's Office no later than July 31, 2020.
- Reserve Fund Balances need to be reviewed per 2020 Desktop Procedure Guidelines page 14. Excess of 6 months reserve is to be returned unless Board action is made to dedicate any amount for specific purposes. Place on SWCD board meeting agenda.
- BMPs initiated prior to submitting a cost share or tax credit application are not eligible. Producers interested in cover crop BMPs need to sign a FY21 Contract Part I prior to planting. Producers seeking an Ag BMP Tax Credit on their NRCS project need to also do the above prior to implementation.
- Conservation planning- The DCR-DSWC Conservation Planner Certification Course is available online <https://www.dcr.virginia.gov/soil-and-water/conservation-planning>. And within the training tracking module.
- DCR will not provide 2020 Clean Water Farm Award Signs, but the program continues. Grand Basin nominations are due October 1.
- July 9 & July 14: Webinars on Tracking and Conservation Planning module updates, Late September: VA Soil & Water Conservation Board meeting. Special Session Aug 18th.

4-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, gave the July report (copy filed with minutes)

- EQIP –FY20 applications are being finalized and obligated into contracts. The Goal is to have them contracted before the end of August 2020.
- CRP/GRP/WRP –No changes since the June report.
- CSP –11 applications were assessed, estimated and ranked for FY20. None have been preapproved for funding. These practices are to be carried over for funding consideration for FY21, if applicant desires.
- Compliance Reviews- Dyllan Taylor Soil Conservationist in Bedford is completing reviews and results are pending.
 - o Outreach, Training and Upcoming Events –Continuing thru webinar and/ or teleconference.

5-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester – oral report.

- Successful prescribed burn of 45 acres completed.
- One Lightning strike wildfire of 3 acres.
- Rick and B.J. awarded Distinguished service award from the Appomattox High School FFA
- R.T. allocations have been cut in half, hoping to get more cost share money when General Assembly meets and revises Budget.

6-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent - oral report.

- Currently Teleworking from home with limited staff in the office. Goal is to have everyone working from the office by September.
- COVID training is in progress with Staff and VT students.

- Staff is busy with education on planting and troubleshooting crop issues with callers.

6:38 Chad Barrett stepped out

6:39 Chad Barrett came back

7-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the July report (copy filed with minutes).

- Projects- Working on plans and designs for new projects, monitoring projects under construction and meeting with new producers. Three large livestock practices are in the planning stages. Working with producers on nutrient management.
- BMP Interest: (2) WP-4LC, (1) WP-4SF, (10) SL-6W, (3) SL-8B, (1) SI-1
- Watershed dams are doing well. First maintenance mowing completed.
- Future Meetings: VASWCD Training Graves Mountain August 18-19, 2020. Syria, VA

8-RELSWCD Ag BMP Conservation Technician Report – Kyle Bolt gave the report (copy filed with minutes).

- Practices Paid–

Contract#	Prac	C0.	C/S	Fund	Tax Credit	Date
10-19-0012	SL-6	Appo.	\$35,788	2019 OCB VACS	\$2,236.75	6/30/20

- Practices Completed Not-Paid–

Contract#	Prac	C/S	C/S	Fund	Date
10-15-0102	SL-6	Camp.	N/A	2015 OCB VACS	7/23/20

Project Totals- 5,480' Stream exclusion fence, 3,680' cross fence, 3 water troughs, 2,515' of pipeline and 1 well installed.

- C/S Projects-

- Currently fourteen SL-6/SL-6W contracts (17 instances) approved and ongoing.
- Farm visits, conservation plans, construction designs, measuring and inspecting completed practices.
- New farm visits and applications for PY2021.
- Mailed practice carry over letters.
- Working on annual report for Outside Chesapeake Bay Watershed.

- Trainings/Meeting:

- Ag BMP Tracking Program and Conservation Planning Module Training.

9-RELSWCD Office Administrator Report – Cindy Miller gave the July report (copy filed with minutes).

- Monthly Office duties completed
- Submitted Annual Attachment E to Mark Hollberg, DCR.
- Completed FY end reporting and balancing of accounts, New FY files and ledger created.
- Internet converted from Viasat to Shentel

Motion Request: Approve Tax Credit for 10-19-0012 SL-6 Cost Share of \$35788 and Virginia tax credit of \$2236.75. Approved (Jones, Schmitt passed 6-0)

Motion Request: Requesting approval to cover expenses for our Annual Training including overnight stay with meals, registration fee and mileage.

The following employees will attend: Jonathan DM 2 nights, Hannah EDSP and Cindy OA2 1 night.

Our Annual Training will be held at Graves Mountain Lodge on Aug 18-20, 2020 in Syria, VA.

Approximate cost less mileage: Registration Fees \$30 per person plus \$181.64 per person per night for lodging/ meals for 4 nights = Total expense of \$816.56. Budget \$4000 Balance \$4000. (Barrett, Schmitt passed 6-0)

Discussion that Time & Attendance report is no longer needed in packet.

Meetings attended:

July 1, 2020 VCAP webinar 10-1130

VRS Webinars pertaining to VRS processing and Job Aides reviewed

Closed meeting processes reviewed.

Future Meetings:

July 29, 2020 VRS Webinar

VRS Webinars and continued training for VRS processing

August 18-20, 2020 Graves Mountain Training Syria, VA

- The next regular meeting of the RELSWCD Board of Directors is scheduled for the fourth Thursday – August 27, 2020.

10-RELSWCD Conservation Education Specialist Report -- Hannah Tillotson gave the July report (copy filed with minutes).

Meetings/Conferences

- Science is Cool Unconference; July 8
- VAAE Check in; July 8
- Quick Call with Nat Draper of JRA; July 8
- Strategic Planning Committee Meeting; July 9
- Area 5 Education Meeting; July 13
- Phone call with Nancy Lilly; July 15
- DEI Committee Meeting; July 17- Statement of Solidarity
- Homeschool connections before the 21st; July 17
- Homeschool Open House, New Geneva Christian Leadership Academy; July 20
- Homeschool Concepts and Community; July 21, Classical Conversations, Church & Main, LLC and Appomattox Homeschool Collaborative

Office Work

- Strategic Plan
- Annual Report
- Mailing out new education brochures
- Going through tote of old photographs and organizing them into a photo album (not finished)
 - Updating website and Facebook page- Teacher Resources tab has been completely updated with new sites

Research on Education

- Virtual Virginia Teachers have to be licensed in Virginia
- Appomattox: Going Back August 24th
 - Split county into "East" and "West"
 - PreK-5 attend school in-person on Mondays, Tuesdays, Thursdays and Fridays
 - For grades 6 to 12, the East Group would attend school in-person on Mondays and Tuesdays but do at-home instruction on Thursdays and Fridays. The West Group would be the opposite
 - Wednesday is for deep cleaning

- Amherst: Tentative date August 26th
 - Elementary students will attend school Monday-Thursdays with Friday being an at home learning day.
 - All secondary students will attend school two days per week; on either a Monday/Wednesday or Tuesday/Thursday rotation with Friday being an at home learning day.
- Campbell: Board Meeting July 20th
 - September 1st
 - Middle and High schools have different schedules depending on the school
 - Elementary Tuesday-Friday
- City of Lynchburg: Going back August 24th
 - PreK-5: Half the kids will go to school Tuesday-Wednesday, the other half Thursday-Friday.
 - 6-12 will be on the same schedule, with a catch. 6-12 students will learn online-only through September 8. After that, they'll be back in class on the same two-day schedule as the younger kids.
 - Phase 2 and 3, visitors and volunteers are not allowed in school buildings without permission from the superintendent or school principal.

Upcoming

- NAAEE Natural Start Alliance Virtual Conference; July 29-31
- Graves Mountain Training; August 18-20
- Blue Ridge Montessori School Programs starting in September

Request

- Strategic Plan approval (see below, survey needed before approval can be done)
- Someone to take the staff photo
- Teacher contest for the four localities for school supplies (No motion made)
 - 1-2 teachers selected from each locality (4-8 total)
 - \$25-\$50 worth of supplies each
 - Would have to send an application or pull names out of a hat?
 - \$1,500 in education budget for outreach/materials or \$1,000 in Mics. Projects

VACDE – going thru State Board on Aug 4th.

Discussion- Education Specialist to partner with Extension Office to participate in Videos. Hannah to sit in on COVID training thru the Extension Office.

11. TWID – George Schrader, Trustee Treasurer TWID presented the Timberlake Watershed Improvement District Report from July 23, 2020 (copy filed with minutes)

Report provided for District review.

Advised RELSWCD that the following topics need to be added to the agenda for the August 27, 2020 BOD meeting.

- Trustee resignation and candidate recommendation- Mr. Everett Chadbourne, Trustee- Secretary resignation, relocating to Richmond area. Formal letter of recommendation from TWID Advisory Committee requesting motion for approval to submit recommended candidate Dr. Robert Lockridge for the Trustee appointment to VASWCD.

- WID Annual Budget to be considered for approve/ adopt at the Aug 28, 2020 meeting (budget attached).

The report provided also discussed the following topics:

- Timberlake Watershed Improvement District website www.TimberlakeWID.org
- WID Land book
- Dredge Project Update:

Aug 7, 2020	Contractor sealed bids due
Aug 8, 2020	Submit DEQ permit
Sept 2020	Select dredge construction contractor
March 15, 2021	Dredge project start up
May 15, 2021	Project Completion Date

REPORT OF COMMITTEES

12. Strategic Planning Committee: Drafted Strategic Plan with minimal changes- General content of old Strategic Plan will be used, with formatting changed. Strategic Planning Committee considered doing smaller surveys throughout the year. Mark Hollberg advised that a Survey must be sent out for public comment prior to making a motion to approved the reformatted Strategic Plan presented. Recommended survey be sent out to local Government for each County.

UNFINISHED BUSINESS

- **Partnering with James River Association (Payne, Barrett, passed 6-0)**
- **Education Specialist Position – Motion made to keep Hannah Fulltime (Barrett, Angulo Passed 6-0).**

7:50 Brandon Schmitt stepped out

7:52 Brandon Schmitt came back

- **Board of Director Nominees Consideration:** Five applications received timely considered and reviewed. Two applicants selected to be submitted to the VASWCD for appointment.
 - Motion made to be recommended for appointment to the Director at Large position – Joetricia Humbles (Angulo, Barrett Passed 5/1).
 - Motion made to be recommended for appointment to the open Appomattox position- Nancy Jo Billings (Angulo, Barrett Passed 6/0).

7:59 Mark Hollberg stepped out

8:01 Mark Hollberg came back

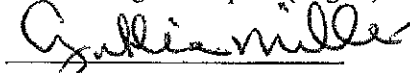
NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS -- None

ADJOURNMENT - The Chairman adjourned the meeting at 8:13 p.m. (Angulo, Barrett passed 6/0)


Jeff Floyd, Chairman


Cindy Miller, Office Administrator